

U.S. Consulate General Sydney Summer Foreign National Student Internship Program

The U.S. Consulate General Sydney is looking for non-American undergraduate students (American citizens: please click [here](#) for internship opportunities) attending local universities to experience working alongside the Consulate's American and Australian employees as they work on the day-to-day business, political, media, and organizational issues of the United States and Australia. This program will run during the 2011-2012 Australian summer holidays.

The internship will provide the students with a valuable educational and practical experience by assisting the U.S. Consulate General in accomplishing its mission goals.

In the long term, this program aims to establish, promote and maintain relationships between young Australians and Americans as each becomes leaders in their respective countries.

Qualification requirements

The Applicants:

1. Must be able to work as a volunteer, full time from December 5, 2011 – December 16, 2011 and from January 4, - February 2012
 2. Must be a non-U.S. citizen and have the right to work in Australia
 3. Must be over 18 years of age
 4. Must be in good academic standing with their university (i.e. are currently not required to show cause for poor academic performance)
 5. Must have private medical insurance, at least for the duration of the internship
 6. Must be returning to university studies after completion of the internship
- Note: You are eligible to apply for the Consulate's internship program if you have not yet completed your enrolment at or are waiting to hear the outcome of your application for graduate studies. However, if selected for an internship, you must provide proof that you have registered, or have been accepted for enrollment for studies in the semester immediately following the internship.

To Apply

Please include the following documents in your application:

- Application form (a CV may also be included)
- Academic Transcript(s)
- Statement of Interest, addressing the requirements listed

Please send applications to:

Via Post:
Human Resources Office (FSNIP)
U.S. Consulate General Sydney
MLC Centre
Level 59, 19-29 Martin Place
SYDNEY NSW 2000

Or via Email:
sydrecruitment@state.gov

CLOSING DATE FOR APPLICATIONS: C.O.B. Friday, July 29, 2011.

Any questions regarding the internship that are not covered by the FAQs can be forwarded to Melanie at goudiemb@state.gov

Please note that all volunteers must undergo a security and medical clearance prior to the commencement of the internship.

Frequently Asked Questions

About the program

Q. What are the benefits of participating in the Foreign National Student Internship Program at U.S. Consulate Sydney?

A. If selected as a participant you will:

- **Gain** invaluable experience
- **Learn** about American business, culture, organizational structure, and politics
- **Interact** with government officials, diplomats, and other student interns
- **Receive** credit towards your degree
- **Complement** your studies through professional experience

Q. Who organizes the program?

A. The Foreign National Student Internship Program, which is independently designed and administered by each diplomatic post, is designed to allow students who are non-U.S. citizens to intern at U.S. Missions abroad. In the case of U.S. Consulate Sydney, the internship program is the result of a joint initiative between the Consulate, the United States Studies Centre at the University of Sydney, and the University of New South Wales (UNSW).

Q. How much credit will I receive towards my degree?

A. The internship is equivalent to one unit of study (EFTSL 0.125, or 6 credit points).

The internship

Q. How long is the internship?

A. The internship will occur over a period of eight to nine weeks. There will be a two week orientation followed by an additional six weeks. During the internship, interns are expected to work a 40-hour week.

Q. How is my internship organized?

A. The Consulate is seeking four interns, and representatives of several U.S. agencies will select the top candidates for interviews with the input of representatives of the participating universities. Following the interview process, four successful candidates will be selected for the available positions.

Q. What kind of organization would I be working for?

A. The Consulate is seeking four interns, who will work alongside the Consulate's American and Australian employees as they work on the day-to-day business, political, media, and organizational issues of the United States and Australia.

Q. What will I do during my internship?

A. Tasks will be agreed to at the outset of the internship and will vary between the participating departments.

Q. Will I be assigned tasks or to a department specifically related to my degree?

A. Not necessarily. However, the internship should be considered as an opportunity to expand your knowledge and learn new skills.

Q. Do I get paid for my internship?

A. No. All internships are unpaid.

Q. Can I receive academic credit for my internship?

A. Yes. Interns should enroll in the relevant units of study to gain credit for the internship.

Q. Will I receive a certificate upon completion of my internship?

A. Yes. All participants will receive a Certificate of Participation (non-accredited). A letter of successful completion of the internship from the U.S. Consulate will be provided.

Q. What should I do to prepare for the internship?

A. Prior to the internship, students should undertake independent research about American culture, traditions and customs. Upon being notified within which department successful candidates will work, students should do some research about that department.

Q. What should I do if I encounter problems during my internship?

A. If you encounter problems during your internship, you should consult either your supervisor at the U.S. Consulate Sydney, or your home faculty at your university.

Eligibility

Q. I am a U.S. Citizen, can I apply for the internship program?

The Foreign National Student Internship Program is for non-U.S. Citizens only. American students should apply for the State Departments' Internship Program at [Student Programs and Internships](#).

Q. Who is a U.S. Studies Centre student?

Anyone who is enrolled in a U.S. Studies Centre unit in either semester 1 or 2, 2011, is a U.S. Studies Centre student.

Q. Who is a University of New South Wales Law student?

Anyone who is enrolled in a degree administered by the Faculty of Law at University of New South Wales is a UNSW law student.

Q. I am not a student enrolled in the U.S. Studies Centre at the University of Sydney or the Faculty of Law at the University of New South Wales. Am I still eligible to apply?

A. Yes. Any student in good standing at both participating universities and meets the selection criteria may apply for the internship.

Q. What are the selection criteria?

All interns:

- Must be able to work as a volunteer, full time from December 5, 2011 – December 16, 2011 and from January 4, - February 2012
 - Must be a non-U.S. citizen
 - Must be over 18 years of age
 - Must be in good academic standing with their university (i.e. are currently not required to show cause for poor academic performance)
 - Must have private medical insurance, at least for the duration of the internship
 - Must be returning to university studies after completion of the internship
- Note: You are eligible to apply for the Consulate's internship program if you have not yet completed your enrolment at or are waiting to hear the outcome of your application for graduate studies. However, if selected for an internship, you must provide proof that you have registered, or have been accepted for enrollment for studies in the semester immediately following the internship.

Q. I'm in the final year of my undergraduate degree. Am I still eligible to apply?

A. Yes.

Q. Can the units of study be credited towards a major?

A. This will depend on the requirements of your major; however it is likely the internship program will count as an elective unit of study.

Q. I am an international student. Am I still eligible to apply?

A. Yes. This program is designed for non-American students.

The application process

Q. How do I apply?

A. To apply for the internship please provide all the necessary documents listed in the advertisement. Make sure you address the selection criteria in your application. All applications must be submitted by either post or email by close of business on Friday, July 29, 2011 to one of the following addresses:

Via Post	Via Email
Human Resources Office U.S. Consulate General Sydney MLC Centre Level 59, 19-29 Martin Place SYDNEY NSW 2000	sydrecruitment@state.gov

Q. What documents do I need to prepare to apply?

A. Please include the following documents in your application:

- Application form (a CV may also be included)
- Academic Transcript(s)
- Statement of Interest, addressing the requirements listed

Q. When is the deadline for all applications?

A. The deadline for applications is by close of business on Friday, July 29, 2011.

Q. When will I be notified if my application is successful?

A. Successful applicants will be notified of the outcome of their application by the end of August.

Q. What is a Statement of Interest?

A. A statement of interest is a written statement about you and your reasons for applying for the Foreign National Student Internship Program at the U.S. Consulate Sydney. It gives you the opportunity to demonstrate the qualities that make you particularly suitable to participate in the program. Your statement should also:

- Describe your objectives and motivations in seeking an internship with the U.S. Consulate Sydney, and,
- Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.

Q. Will you acknowledge receipt of my application?

A. Unfortunately, we are unable to acknowledge the receipt of any applications.

Q. What if I have further questions?

A. Please forward all questions not addressed by this list to Melanie at goudiemb@state.gov.



U.S. MISSION (AUSTRALIA)
APPLICATION FOR FOREIGN NATIONAL
STUDENT INTERN PROGRAM
U.S. CONSULATE GENERAL SYDNEY

1. POSITION TITLE				
2. FULL NAME				
3. CURRENT ADDRESS				
4. TELEPHONES	A. Daytime:		B. Mobile:	
5. EMAIL ADDRESS				
6. HOW DID YOU LEARN ABOUT THIS PROGRAM?				
<input type="checkbox"/> Ad <input type="checkbox"/> Employee <input type="checkbox"/> Relative <input type="checkbox"/> University Other (Please specify) _____				
7. DO YOU HAVE ANY RELATIVES THAT WORK FOR THE CONSULATE?: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please list the following:				
Relative's Name:		Department where relative works:		Relative's length of employment:
8. CURRENT CITIZENSHIP:				
9. DO YOU HAVE U.S. CITIZENSHIP?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
10. UNIVERSITY/SCHOOL/EDUCATIONAL INSTITUTION:				
For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. Use continuation sheets as necessary.				
Name and full address of current institution				
Name, title and telephone number of primary instructor				
Dates Attended (Month/Year)				
Diploma/Degree/Certificate:				
Major field(s) of study				
11. LANGUAGES: (Identify the language and indicate extent of your competence for each : 5 = fluent; 3 = good; 1 = fair; 0 = not at all)				
LANGUAGE	SPEAK	READ	WRITE	UNDERSTAND
English				
12. SPECIAL QUALIFICATIONS AND SKILLS:				
List any special skills you possess and equipment you can use, certifications, licenses obtained, etc.				

13. TRAINING RECEIVED: List training received in areas applicable to the internship position in which you are applying.	
14. EMPLOYMENT (if applicable): Begin with your most recent position and work backwards. Use continuation sheets as necessary.	
A. Name and full address of employer:	
B. Dates worked (month/day/year): From: To:	
C. Exact title of position:	
D. Name, title, and telephone number of immediate Supervisor:	
E. Description of Work (Describe specific duties, responsibilities, and accomplishments):	
F. Number of hours worked per week:	
G. Number of employees you supervised:	
H. Reason for leaving:	
I. Reason for leaving:	
15. HAVE YOU EVER WORKED FOR THE U.S. GOVERNMENT?	YES <input type="checkbox"/> NO <input type="checkbox"/>
16. HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A POSITION?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please explain:	
17. COMPUTER SKILLS How do you rate your computer skills (please circle): 5 = excellent; 3 = good; 1 = fair; 0 = none List computer programs in which you have experience.	

18. REFERENCES List three persons not related to you by blood or marriage who are qualified to supply definite information regarding your character and suitability for employment under the program.

NAME	MAILING ADDRESS	TELEPHONE NUMBER	OCCUPATION
1.			
2.			
3.			

19. YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

☐ I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Intern Program, if I am selected.

☐ I understand that, if I am provisionally selected, a Consulate-required security certification is a prerequisite.

☐ I understand that, if I am provisionally selected, a Consulate-required medical examination and medical certification is a prerequisite.

☐ I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

Signature

Date

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)
Duplicate continuation sheets as needed.

EMPLOYMENT: Begin with your most recent position and work backwards.

A. Name and full address of employer:

B. Dates worked (month/day/year): From: To:

C. Exact title of position:

D. Name, title, and telephone number of immediate Supervisor:

E. Description of work (Describe specific duties, responsibilities, and accomplishments):

F. Number of hours worked per week:

G. Number of employees you supervised:

H. Reason for leaving:

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)
Duplicate continuation sheets as needed.

UNIVERSITY/SCHOOL/EDUCATIONAL INSTITUTION:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards.

Name and full address of current institution	
Name, title and telephone number of primary instructor	
Dates Attended (Month/Year)	
Diploma/Degree/Certificate:	
Major field(s) of study	



U.S. MISSION (AUSTRALIA)
FOREIGN NATIONAL *STUDENT* INTERN PROGRAM
STATEMENT OF INTEREST
U.S. CONSULATE GENERAL SYDNEY

1. Student's name (*last, first, middle initial*)

2. Student ID Number

Write a Statement (print or type) of Interest that describes your objectives and motivations in seeking an internship with the U.S. Mission Australia. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.

Be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered.
